

CGHQs Address Change – Use of Designated Mailstops

Effective Monday, June 15, 2009, a change to the Coast Guard Headquarters (CGHQ) mailing address convention was placed in effect. It now incorporates the appropriate mailstop/ZIP Code +4 regardless of whether the destination is either the CGHQ Transpoint Building or the CGHQ Jemal Building.

Background: On September 15, 2008, DHS mandated a standardized formatted mailing address for components located in the Washington D.C. (WDC) area. During the past several years, CGHQ has undergone multiple address modifications resulting in changes to elements of the mailing address that have resulted in delivery errors and delays. Using established mailstops and ZIP Code +4 will result in expeditious processing and delivery by the U.S. Postal Service (USPS)/Consolidated Remote Delivery Site (CRDS). Utilizing a mailstop system is a government best practice.

Newly established CGHQ designated mailstops (Note – the Auxiliary Division resides within CG-54):

<i>Staff Symbol</i>	<i>Mailstop and ZIP+4</i>	<i>Located in Room</i>	<i>Staff Symbol</i>	<i>Mailstop and ZIP +4</i>	<i>Located in Room</i>
CG-00/CG-09	7000	2208	CG-8	7245	2310
CG-01	7243	2300	CG-9/CG-92	7111	11-1024
CG-092	7362	3420	CG-91	7112	11-0825
CG-094	7121	1100	CG-93	7701	7-1125
CG-095	7688	6310	CGX	7012	B720
CG-1	7801	8-1125	CGX	7702	7-0925
DCMS-8/CG-11	7902	9-0515	CG-5/DCO(a)	7355	3204
CG-2	7360	3316	DCO(i)	7471	4420
CG-3	7238	2111	DCO(r)	7681	6108
CG-4	7901	9-1125	HSC(co)	7001	B110
CG-51	7683	6120	HSC(t)	7582	6320
CG-52	7126	1218	HSC(a3)	7009	B411
CG-53	7363	3100	HSC(k)	7013	B732
CG-54	7581	6404	HSC(css)	7127	1219
CG-6	7101	10-1125	HSC(cgx)	7012	B720
CG-635	7124	1206	MSC	7102	10-0515
CG-7	7359	3300			
CG-731	7356	3208			
CG-741	7684	6204			
CG-751	7357	3216			

Example of a Properly Formatted Address:

- (1) 1ST Line - COMMANDANT (CG-XXX, appropriate CGHQ office staff symbol)
- (2) 2ND Line – ATTN: (JOB TITLE/FUNCTION/OFFICE)
- (3) 3RD Line – U.S. COAST GUARD
- (4) 4TH Line - 2100 2ND ST SW STOP 7XXX, appropriate mail stop#)
- (5) 5TH Line - WASHINGTON DC 20593-7XXX, same mail stop #)

Example for the Office of Auxiliary and Boating Safety, Auxiliary Division:

COMMANDANT (CG-54)
ATTN: AUXILIARY DIVISION - ADMINISTRATION (CG-54211)
U.S. COAST GUARD
2100 2ND ST SW STOP 7581
WASHINGTON DC 20593-7581

The address format (structure) shown above has been mandated by DHS. Address elements should be in uppercase, with no punctuation except the parentheses and hyphen in the staff symbol/ZIP code +4. To ensure faster delivery, room numbers are **not** to be included as an element of the mailing/shipping address. **For simplicity, mailstops and ZIP + 4s are the same.**

Job titles/functions (not staff member names) should be on the attention (ATTN) line. If a staff member's name must be listed, it must only be placed on the ATTN line. Per Commandant Instruction 5110.1(series), staff members may receive mail with their name on the top line for a limited period until a permanent home address is established.

The CHHQ point-of-contact for this is: Mr. Ron Wyttenbach,
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